



HEALTH AFFAIRS



Protected Health Information Management Tool (PHIMT)

Update Session

January 2005

TMA Privacy Office

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PHIMT Update

Agenda

- New Security Restrictions for Regular Users
- Naming Convention (Military Format)
- Patient Search Enhancement

Training Objectives

- Once you have completed this course, you will be able to:
 - Describe the new security restrictions for Regular Users
 - Identify the new naming convention (military format)
 - Perform the patient search functions

Security Restrictions

Security Restrictions

- The changes made are the result of requests from the Services
- New Security restrictions have been added to the PHIMT for Regular Users
- Regular Users no longer have access to patient summaries or other patient details
- Regular Users can still enter and update the Patient's Profile

Security Restrictions

Current Patient Tab View

Thursday, January 13, 2005 [Patient Search](#) [Logout](#)

Patient User Requests Requester

Current Patient:
None

Patient Search

Name *(First, Last)*

System ID *(the identifier created by this system for the person)*

External ID *(an external identifier for the person)*

Summary
Requests
Authorization
Patient Profile
Generate Form

[Patient Search](#)

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Security Restrictions

New Patient Tab View

Thursday, January 13, 2005 [Patient Search](#) [Logoff](#)

Patient User Requests Requester

Current Patient:
None

Patient Search

FMP-SSSN (Family Member Prefix and Sponsor SSN (in xx-xxx-xx-xxxx format))
 - - -

- OR -

by Name (Last) (First)
 ,

- OR -

by System ID (the identifier created by this system for the person)

[Patient Profile](#)

[Patient Search](#)

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Security Restrictions

Patient Profile

- Regular Users can still update the Patient Profile Screen
1. Type in the Sponsor's Family Member Prefix (FMP) SSN or the patient's name
 2. Click on the Search button

Thursday, January 20, 2005 [Patient Search](#) [Logoff](#)

Patient User Requests Requester

Current Patient:
None

Patient Profile

[Patient Search](#)

Patient Search

FMP-SSSN (Family Member Prefix and Sponsor SSN (in xx-xxx-xx-xxxx format))

- - -


- OR -

by Name (Last) (First)

Jordan , Michael

- OR -

by System ID (the identifier created by this system for the person)



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Security Restrictions

Patient Profile

3. Select the patient

Thursday, January 20, 2005 [Patient Search](#) [Logoff](#)

[Patient](#) [User](#) [Requests](#) [Requester](#)

Current Patient:
None

Patient Profile


[Patient Search](#)

Patient Search Results

Search Results (sorted by birth date)

ID	Name	SSN	Birth Date	Address
488	Jordan, Michael J	211125994	1970-03-05	1411 Jefferson Davis Falls Church, VA 21589

FMP-SSSN 30-211125994 (2004-11-08 to 2004-11-08)

 [Select](#)

Other options:
[Adjust your search criteria and try again.](#)
[Create a new Patient record.](#)

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Security Restrictions

Patient Profile

- The Patient Profile/Person Details Screen will display

Thursday, January 20, 2005 [Patient Search](#) [Logout](#)

[Patient](#) [User](#) [Requests](#) [Requester](#)

Current Patient:
Jordan, Michael J
03/05/1970
FMP-SSSN: 30-
211125994

Patient Profile

[Patient Search](#)

Patient Profile | Person Details

* **Name** (Last) (First) (Middle) (Sr/Jr.)
Jordan Michael J

* **Type**
Patient

SSN (in ###-##-#### format, enter '000-00-0000' if not known)
211 - 12 - 5994

System ID (the identifier created by this system for the person)
488

* **Birth Date** (birth date in MM/DD/YYYY format)
03 / 05 / 1970

Email (example: johnf@yahoo.com)

FMP-SSSN (Family Member Prefix and Sponsor SSN (in xx-xxx-xx-xxxx format))
30 - 211 - 12 - 5994

Alternate Communication Instructions (special instructions to send correspondence to the person)

Comments (general comments about or for the person)

Naming Conventions

Naming Conventions

- The changes made are the result of requests from the Services
- Currently, the civilian format is used
 - (First name, Last name)
- In the new version, all fields where names are entered or displayed will be in the standard military format
 - (Last name, First name)

Naming Convention

Military Format- Patient Search

- Now you will search by last name, first name

Thursday, January 13, 2005 [Patient Search](#) [Logout](#)

Patient User Admin Requests Requester

Current Patient:
None

Patient Search

FMP-SSNH (Family Member Prefix and Sponsor SSN (in xx-xxx-xx-xxxx format))
 - - -

- OR -

by Name (Last) (First)
 ,

- OR -

by System ID (the identifier created by this system for the person)

[Patient Search](#)

Summary
Requests
Record Disclosure
Accounting Suspensions
Disclosure Restrictions
Authorization
Notice
Patient Profile
Relationships
Generate Form

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Naming Conventions

Military Format- Patient Profile

Thursday, January 13, 2005 [Patient Search](#) [Logoff](#)

Patient User Admin Requests Requester

Current Patient:
Thomas, Fred Sr
05/05/1955

Patient Profile \ Person Details

*** Name** (Last) (First) (Middle) (Sr/Jr.)
Thomas, Fred Sr

*** Type**
Undefined

SSN (in ###-##-#### format, enter '000-00-0000' if not known)
111 - 11 - 1111

System ID (the identifier created by this system for the person)
60

*** Birth Date** (birth date in MM/DD/YYYY format)
05 / 05 / 1955

Email (example: johnf@yahoo.com)
fthomas@krystal.com

[Patient Search](#)

Patient Search Enhancements

Patient Search Enhancements

- You can now search by the Sponsor FMP-SSN
- There is search criteria in place
 - Improper way to search
 - Proper way to search
- Partial searches are allowed
 - If you don't know the FMP
 - If you only know part of the Sponsor's SSN
- The Regular User can update the Patient's address in the middle of a disclosure request

Patient Search Enhancements

Sponsor FMP-SSN Search

1. Click on the Patient tab

Friday, January 14, 2005 [Patient Search](#) [Logoff](#)

Patient User Requests Requester

Current User:
Portis, Clinton
US TMA

My Profile
My Requests
My Worklist

[Switch organizations](#)

User Worklist

	Activity Instance ID	Request Session ID	Activity ID	Source	Patient	Requester	Status	Creation Date
edit	325	247	Request Approval (Disclosure)		Jordan, Michael J	Jordan, Michael J	Action Pending	12/07/2004

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Patient Search Enhancements

Sponsor FMP-SSN Search

2. Type in the Patient's FMP-SSSN in the text field
3. Click on the Search button

The screenshot displays a web application interface for patient search. At the top, a status bar shows the date "Friday, January 14, 2005" and navigation links for "Patient Search" and "Logoff". Below this is a tabbed menu with "Patient", "User", "Requests", and "Requester". The "Patient" tab is active, and the "Current Patient" is listed as "None". On the left, a "Patient Profile" section includes a link for "Patient Search". The main area is titled "Patient Search" and features three search methods: "FMP-SSSN", "by Name", and "by System ID". The "FMP-SSSN" method is highlighted with a red box and includes a text field with the value "30 - 211 - 12 - 5994". The "by Name" method has fields for "Last" and "First" names. The "by System ID" method has a single text field. A red arrow points to the "Search" button at the bottom of the form. The footer contains the copyright notice "Copyright © New Governance, Inc. 2000-2004, ALL RIGHTS RESERVED" and the version number "Version: 2.24".

Friday, January 14, 2005 [Patient Search](#) [Logoff](#)

[Patient](#) [User](#) [Requests](#) [Requester](#)

Current Patient:
None

Patient Search

FMP-SSSN (Family Member Prefix and Sponsor SSN (in xx-xxx-xx-xxxx format))
30 - 211 - 12 - 5994

- OR -

by Name (Last) (First)
,

- OR -

by System ID (the identifier created by this system for the person)

[Search](#)

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Sponsor FMP-SSN Search

4. The patient results will display

Friday, January 14, 2005

Patient SearchLogoff

PatientUserRequestsRequester

Current Patient:
None

Patient Profile

- Patient Search

Patient Search Results

Search Results for FMP-SSSN = [*30-211125994] (sorted by birth date)

ID	FMP	Name	SSN	Birth Date	Address
488	30	Jordan, Michael J	211125994	1970-03-05	1411 Jefferson Davis Falls Church, VA 21589

FMP-SSSN 30-211125994 (2004-11-08 to 2004-11-08)

Select

Other options:

[Adjust your search criteria and try again.](#)

[Create a new Patient record.](#)

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Sponsor FMP-SSN (Search Criteria)

- If you search by both the Patient's FMP-SSSN and the Patient's Last Name and First Name, the information must match exactly
- You must type in the exact name
 - Example: Michael Jordan (not Mike Jordan)
- If you do not type in the exact information, your search will result in no matches

Patient Search Enhancements

Sponsor FMP-SSN (improper search)

1. Type in the Patient's FMP-SSSN in the text field
2. Type in the Patient's Last Name and First Name
3. Click on the Search button

Friday, January 14, 2005 [Patient Search](#) [Logoff](#)

Patient User Requests Requester

Current Patient:
None

Patient Profile

[Patient Search](#)

Patient Search


FMP-SSSN (Family Member Prefix and Sponsor SSN (in xx-xxx-xx-xxxx format))
30 - 211 - 12 - 5994

- OR -

by Name (Last) (First)
Jordan , Mike

- OR -

by System ID (the identifier created by this system for the person)



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Patient Search Enhancements

Sponsor FMP-SSN (improper search)

4. The Patient Search Results Screen will display
5. There were no results that matched your search criteria
6. Adjust your search criteria

Friday, January 14, 2005 Patient Search Logoff

Patient User Requests Requester

Current Patient:
None

Patient Search Results

Patient Profile

Search Results for FMP-SSN - [*30-211125994] (sorted by birth date)

ID	FMP	Name	SSN	Birth Date	Address
There were no results that matched your search criteria.					

Other options:

[Adjust your search criteria and try again.](#)

[Create a new Patient record.](#)

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Patient Search Enhancements

Sponsor FMP-SSN (proper search)

1. Type in the Patient's FMP-SSSN in the text field
2. Type in the Patient's Last Name and First Name
3. Click on the Search button

The screenshot shows a web application interface for patient search. At the top, there is a header bar with the date "Thursday, January 20, 2005" and links for "Patient Search" and "Logoff". Below the header, there are tabs for "Patient", "User", "Requests", and "Requester". On the left side, there is a sidebar with "Current Patient: None" and a "Patient Profile" section containing a link for "Patient Search". The main content area is titled "Patient Search" and contains three search options: "FMP-SSSN (Family Member Prefix and Sponsor SSN (in xx-xxx-xx-xxxx format))", "by Name (Last, First)", and "by System ID (the identifier created by this system for the person)". The FMP-SSSN field is highlighted with a red rectangle and contains the value "30 - 211 - 12 - 5994". The by Name field is split into "Last" and "First" parts, with "Jordan" in the last name field and "Michael" in the first name field; the first name field is circled in red. The by System ID field is empty. A red arrow points to the "Search" button at the bottom of the form. The footer of the page contains the text "Copyright © New Governance, Inc. 2000-2004, ALL RIGHTS RESERVED" and "Version: 2.24".

Thursday, January 20, 2005 [Patient Search](#) [Logoff](#)

Patient User Requests Requester

Current Patient:
None

Patient Profile

[Patient Search](#)

Patient Search

FMP-SSSN (Family Member Prefix and Sponsor SSN (in xx-xxx-xx-xxxx format))

30 - 211 - 12 - 5994


- OR -

by Name (Last) (First)

Jordan , Michael

- OR -

by System ID (the identifier created by this system for the person)

 **Search**

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Patient Search Enhancements

Sponsor FMP-SSN (proper search)

- The Patient Search Results screen will display

Thursday, January 20, 2005 [Patient Search](#) [Logoff](#)

[Patient](#) [User](#) [Requests](#) [Requester](#)

Current Patient:
None

Patient Profile

[Patient Search](#)

Patient Search Results

Search Results for FMP-SSSN = [*30-211125994] (sorted by birth date)

ID	FMP	Name	SSN	Birth Date	Address
488	30	Jordan, Michael J	211125994	1970-03-05	1411 Jefferson Davis Falls Church, VA 21589

FMP-SSSN 30-211125994 (2004-11-08 to 2004-11-08)

Select

Other options:
[Adjust your search criteria and try again.](#)
[Create a new Patient record.](#)

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FMP-SSSN Partial Search

- You can search for a patient by doing a partial search
- There are two types of partial searches
 - If you don't know the FMP
 - If you only know part of the Sponsor's SSN

Patient Search Enhancements

FMP-SSSN Partial Search- (No FMP)

1. Type in an asterisk in the FMP text box followed by the Sponsor's SSN
2. Click on the Search button

Friday, January 14, 2005 Patient Search Logoff

Patient User Requests Requester

Current Patient:
None

Patient Profile

[Patient Search](#)

Patient Search

FMP-SSSN (Family Member Prefix and Sponsor SSN (in xx-xxx-xx-xxxx format))

* - 211 - 12 - 5994


- OR -

by Name (Last) (First)

,

- OR -

by System ID (the identifier created by this system for the person)



Patient Search Enhancements

FMP-SSSN Partial Search – (No FMP)

- The patient will appear followed by dependents sorted by Date of Birth (DOB) if present

Friday, January 14, 2005 Patient Search Logoff

Patient User Requests Requester

Current Patient:
None

Patient Profile

[Patient Search](#)

Patient Search Results

Search Results for FMP-SSSN = [**-211125994] (sorted by birth date)

	ID	FMP	Name	SSN	Birth Date	Address
<input checked="" type="radio"/>	488	30	Jordan, Michael J	211125994	1970-03-05	1411 Jefferson Davis Falls Church, VA 21589
<i>FMP-SSSN 30-211125994 (2004-11-08 to 2004-11-08)</i>						
<input type="radio"/>	489	21	Jordan, Jaunita	549856985	1976-02-15	Primary address not selected
<i>FMP-SSSN 21-211125994 (2004-11-08 to 2004-11-08)</i>						
<input type="radio"/>	491	02	Jordan, James	986549879	1990-02-16	Primary address not selected
<i>FMP-SSSN 02-211125994 (2004-11-08 to 2004-11-08)</i>						
<input type="radio"/>	490	01	Jordan, Jeffrey	426369265		Primary address not selected
<i>FMP-SSSN 01-211125994 (2004-11-08 to 2004-11-08)</i>						

Select

Other options:
[Adjust your search criteria and try again.](#)
[Create a new Patient record.](#)

Patient Search Enhancements

FMP-SSSN Partial Search- (Last 4 digits)

1. Type in an asterisk in the first three FMP-SSSN text fields followed by the last four digits of the Sponsor's SSN
2. Click on the Search button

The screenshot shows a web application interface for patient search. At the top, there is a header bar with the date "Friday, January 14, 2005" and links for "Patient Search" and "Logoff". Below the header, there are tabs for "Patient", "User", "Requests", and "Requester". The "Patient" tab is selected. On the left side, there is a sidebar with "Current Patient: None" and a "Patient Profile" section. The main content area is titled "Patient Search". It contains a section for "FMP-SSSN (Family Member Prefix and Sponsor SSN (in xx-xxx-xx-xxxx format))" which is highlighted with a red box. This section has four input fields: the first three contain an asterisk (*) and the fourth contains "5994". Below this, there is a "- OR -" separator. Then, there is a section for "by Name" with sub-labels "(Last)" and "(First)" and two input fields. Another "- OR -" separator follows. Then, there is a section for "by System ID (the identifier created by this system for the person)" with one input field. At the bottom, there is a "Search" button, which is pointed to by a large red arrow.

Friday, January 14, 2005 [Patient Search](#) [Logoff](#)

Patient User Requests Requester

Current Patient:
None

Patient Profile

[Patient Search](#)

Patient Search

FMP-SSSN (Family Member Prefix and Sponsor SSN (in xx-xxx-xx-xxxx format))

* - * - * - 5994

- OR -

by Name (Last) (First)

,

- OR -

by System ID (the identifier created by this system for the person)

Search

FMP-SSSN Partial Search- (Last 4 digits)

- The patients results screen will display all patients who have the last four digits of the SSN that was searched

Friday, January 14, 2005 [Patient Search](#) [Logout](#)

Patient User Requests Requester

Current Patient:
None

Patient Profile

- [Patient Search](#)

Patient Search Results

Search Results for FMP-SSSN = [**5994] (sorted by birth date)

ID	FMP	Name	SSN	Birth Date	Address
<input checked="" type="radio"/>	515 30	Trump, Donald	111115994	1960-02-05	Primary address not selected
FMP-SSSN 30-111115994 (2004-12-13 to 2004-12-13)					
<input type="radio"/>	488 30	Jordan, Michael J	211125994	1970-03-05	1411 Jefferson Davis Falls Church, VA 21589
FMP-SSSN 30-211125994 (2004-11-08 to 2004-11-08)					
<input type="radio"/>	489 21	Jordan, Jaunita	549856985	1976-02-15	Primary address not selected
FMP-SSSN 21-211125994 (2004-11-08 to 2004-11-08)					
<input type="radio"/>	491 02	Jordan, James	986549879	1990-02-16	Primary address not selected
FMP-SSSN 02-211125994 (2004-11-08 to 2004-11-08)					
<input type="radio"/>	490 01	Jordan, Jeffrey	426369265		Primary address not selected
FMP-SSSN 01-211125994 (2004-11-08 to 2004-11-08)					

Select

Other options:
[Adjust your search criteria and try again.](#)
[Create a new Patient record.](#)

Update Patient Address

- For a disclosure to be valid, a patient's address must be entered
- The Regular User can update the patient's address in the middle of the disclosure request

Update Patient Address

1. Click on the Request Tab
2. Select the Disclosure radio button
3. Click on the Next button

Monday, January 24, 2005 Patient Search Logoff

Patient User **Requests** Requester

Current Request:
None

Create New Request

Select Request Type

☒ Disclosure
☐ Disclosure Accounting

Next

Patient Search Enhancements

Update Patient Address

4. Type in the patient's FMP-SSSN
5. Click on the Search button

Monday, January 24, 2005 [Patient Search](#) [Logoff](#)

Patient | **User** | **Requests** | **Requester**

Current Request:
Disclosure

Select Patient (1) | **Select Requester** (2) | **Request Details** (3) | **Disclosure Details** (4) | **Request Action** (5)

☐ Create New Request
☐ Search for a Request

Patient Search

FMP-SSSN (Family Member Prefix and Sponsor SSN (in xx-xxx-xx-xxxx format))

- - -


- OR -

by Name (Last) (First)

,

- OR -

by System ID (the identifier created by this system for the person)



Patient Search Enhancements

Update Patient Address

- The primary address is not entered

6. Select the patient

Monday, January 24, 2005 Patient Search Logoff

Current Request:
Disclosure

Patient

User

Requests

Requester

Select Patient

Select Requester

Request Details

Disclosure Details

Request Action

①

②

③

④

⑤

Create New Request

Search for a Request

Patient Search Results

Search Results for FMP-SSSN = [*01-211125994] (sorted by birth date)

	ID	FMP	Name	SSN	Birth Date	Address
<input checked="" type="radio"/>	490	01	Jordan, Jeffrey	426369265		Primary address not selected

FMP-SSSN 01-211125994 (2004-11-08 to 2004-11-08)

Select

Other options:
[Adjust your search criteria and try again.](#)
[Create a new Patient record.](#)

Patient Search Enhancements

Update Patient Address

7. Type in the patient's address
8. Click on the Save button

Monday, January 24, 2005 [Patient Search](#) [Logoff](#)

Patient User Requests Requester

Current Request: Disclosure

Select Patient (1) Select Requester (2) Request Details (3) Disclosure Details (4) Request Action (5)

Create New Request
Search for a Request

Address Details

Error(s) have occurred:
■ Patient's primary address is missing. You must enter an address to continue.

Address Format (APO and FPO address should use USA format)
USA ☒ International ☐

* Address Line 1 (the primary address line)


Address Line 2 (normally a suite or apartment)

* City (city name, or APO or FPO)

* State (two character state identifier: IL, MN, CO, etc., or AA, AE, AP for APO/FPO)

* Postal Code (USA: ##### - ####)
 -

Comments (general comments about or for the address)

 Save

Patient Search Enhancements

Update Patient Address

- After saving the address, you can continue with the Disclosure Request where you left off

Monday, January 24, 2005 [Patient Search](#) [Logoff](#)

Patient **User** **Requests** **Requester**

Current Request:
Disclosure

[Select Patient](#) [Select Requester](#) [Request Details](#) [Disclosure Details](#) [Request Action](#)

① ② ③ ④ ⑤

[Create New Request](#)
[Search for a Request](#)

Requester Search

Choose one of the following options:

A. Select the Patient *(the request is being made by the Patient themselves)*

B. Select a Third-Party Organization *(a third-party requester, such as a law enforcement agency or insurance company)*

C. Search for a Person *(search for another person, or add a new one*)*

Name (Last) (First) An "*" may be used as a wildcard.

,

System ID *(the identification number created by this system for the person)*

FMP-SSN *(an external identifier for the person)*

☒ Include Patient Records
☒ Include Non-Patient Records

Presentation Summary

- You should now be able to:
 - Describe the new security restrictions for Regular Users
 - Identify the new naming convention (format)
 - Perform the patient search functions

Resources

- DoD 6025.18-R, “DoD Health Information Privacy Regulation”, January 2003
- www.tricare.osd.mil/tmaprivacy/HIPAA.cfm
- privacymail@tma.osd.mil for subject matter questions
- hipaasupport@tma.osd.mil for tool related questions
- <http://www.tricare.osd.mil/tmaprivacy/Mailing-List.cfm> to subscribe to the TMA Privacy Office E-News
- Service HIPAA Privacy representatives